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CITY AND COUNTY OF SAN FRANCISCO

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

SELINA KEENE, MELODY FOUNTILA,
MARK MCCLURE,

Plaintiffs,

VS.

CITY and COUNTY OF SAN FRANCISCO

Defendant.

Case No. 22-cv-01587-JSW

**DEFENDANT CITY AND COUNTY OF SAN
FRANCISCO'S [PROPOSED] ORDER RE:
DISCOVERY RELATING TO
ELECTRONICALLY STORED
INFORMATION**

Filed:
Trial Date

March 14, 2022
None set

DEFENDANT'S [PROPOSED] ORDER RE:
ELECTRONICALLY STORED INFORMATION
CASE NO. 22-cv-01587-JSW

1 **DEFENDANT CITY AND COUNTY OF SAN FRANCISCO'S [PROPOSED] ORDER RE:**
 2 **DISCOVERY RELATING TO ELECTRONICALLY STORED INFORMATION**

3 Pursuant to this Court's Amended Civil Minute Order (Dkt. 59), and order extending time to
 4 file a proposed ESI order (Dkt. 66), Defendant City and County of San Francisco (City) through its
 5 counsel of record hereby submits the following proposed order regarding discovery relating to
 6 electronically stored information:

7 The parties shall conduct discovery in a cooperative manner in adherence to the proportionality
 8 standards of the Federal Rules of Civil Procedure, this Court's Guidelines for the Discovery of
 9 Electronically Stored Information, and any other applicable orders and rules and those provisions shall
 10 govern the scope and protocols for preservation and production of electronically stored information
 11 ("ESI") in this case.

12 Nothing herein shall be deemed to limit or waive any party's right to object to or limit
 13 discovery requests, including any requests for ESI.

14 **I. CUSTODIANS**

15 The temporal scope of discovery is limited to information created or modified between March
 16 1, 2020 and the present ("Temporal Scope").

17 It is reasonable and appropriate to limit the scope of discovery of emails and user-created files
 18 to the custodians in this case ("Custodians"). A party from whom ESI has been requested shall not be
 19 required to search for responsive ESI from sources that are not reasonably accessible without undue
 20 burden or cost.

21 The parties shall confer and attempt to reach agreement with respect to which individuals shall
 22 be Custodians in this case.

23 **II. PRESERVATION OBLIGATIONS**

24 The parties shall take reasonable and proportionate steps to preserve potentially relevant ESI
 25 created or modified within the Temporal Scope that is within their possession, custody, or control.

26 The circumstances of this case do not warrant the preservation of ESI that is not reasonably
 27 accessible (as defined below) and the remote possibility of additional relevant information existing in

1 not reasonably accessible sources is substantially outweighed by the burden and cost of preservation of
2 ESI from those sources.

3 The following ESI is not reasonably accessible: (1) deleted, shadowed, fragmented, residual, or
4 cached data, temporary files, random access memory (“RAM”), or ESI that would only be accessible
5 by taking a forensic (bit stream) image of a device; (2) server, system, or network logs; (3) back up
6 tapes or other storage media used for disaster recovery purposes; (4) voicemails; (5) online access data
7 such as temporary internet files, history, cache, cookies, etc.; (6) data in metadata fields that are
8 frequently updated automatically, such as last-opened dates; and (7) other forms of ESI whose
9 preservation requires extraordinary affirmative measures that are not utilized in the ordinary course of
10 business.

11 The parties will meet and confer about such ESI as additional data sources are identified.
12 However, nothing herein shall prevent a party from subsequently requesting that ESI identified above
13 be produced if specific facts demonstrate a particular need for such ESI that justifies the burden of
14 production. Further, nothing herein shall prevent a party from requesting and receiving additional
15 detail and explanation from the producing party regarding any of the above items that would allow the
16 requesting party to further evaluate the substance of the information and the burden and costs of
17 producing this information.

18 **III. ESI COLLECTION, PROCESSING, REVIEW, AND PRODUCTION**

19 **A. Scope**

20 The parties shall identify and collect any relevant ESI from the Custodians that is within their
21 possession, custody, or control.

23 **B. Email and User-Created Files**

24 **1. ESI Processing, Filtering, and Review Methodology**

25 The process for the identification, review, and production of responsive email and user-created
26 files may consist of any of the following processes selected by the producing party: (1) loading of ESI
27 into a review platform; (2) the application of file type, date, and other metadata filters; (3) the use of

1 search terms; (4) deduplication of identical files; (5) the use of analytics technologies, including email
2 threading, clustering, categorization, technology assisted review, predictive coding, continuous active
3 learning, and artificial intelligence; and (6) attorney review.

4 Attorneys will review the results of the above efforts for privilege or other protection from
5 disclosure and all responsive, non-privileged ESI shall be produced in the format described below in
6 Section III(B)(4).

7 **2. Search Terms**

8 The parties shall confer and attempt to reach agreement on a set of search terms to be used to
9 identify email and user-created files that are responsive to written discovery in this case.

10 In the event a party determines in good faith after an agreement between the parties on a set of
11 search terms has been reached that additional search terms are necessary to identify responsive
12 information, or determines that modifications to any search terms are necessary in order to avoid
13 disproportionate or undue burden and expense associated with the review and production of the results
14 of those search terms, counsel will meet and confer in an effort to agree upon additional terms or
15 modifications.

16 **3. Deduplication**

17 The parties shall make good faith efforts to de-duplicate ESI to the extent that it is possible,
18 meaning that only one copy of a document may be produced even if the same document is within other
19 custodians' ESI.

20 **4. Format of Production**

21 The parties shall make all reasonable efforts to produce documents in accordance with the
22 specifications identified in this section. ESI will generally be produced in single-page TIFF format
23 (300 DPI resolution) with corresponding document-level extracted text and a Concordance-delimited
24 DAT file containing the metadata fields outlined in Exhibit A.

- 25
26 a. **All spreadsheets and multimedia files shall be produced in native format
with an associated placeholder image.**

- 1 b. All hidden text (e.g. track changes, hidden columns, mark-ups, notes) shall
2 be expanded and rendered in the image file.
- 3 c. All non-graphic embedded objects (Word documents, Excel spreadsheets,
4 .wav files, etc.) that are found within a file shall be extracted and produced.
5 For purposes of production, the embedded files shall be treated as
6 attachments to the original file, with the parent/child relationship preserved.
- 7 d. Any data (whether individual files or digital containers) that is protected by
8 a password, encryption key, digital rights management, or other encryption
9 scheme, shall be decrypted prior to processing for production, to the extent
10 possible.

5. Redacted Documents

Documents that contain redactions, including any associated family members, will be produced in single-page TIFF format (300 DPI resolution) with corresponding document-level extracted text and a Concordance-delimited DAT file containing the metadata fields outlined in column "Provide if Redacted" field of Exhibit A to the extent that such metadata fields are not part of the redaction.

To the extent a party deems production of redacted TIFF images of Excel spreadsheets significantly degrades the usability of the document, the party may redact the Excel spreadsheet natively using industry standard tools.

C. Structured Database

Information from structured database systems shall be produced through existing report formats available in the associated applications, including but not limited to Microsoft Excel spreadsheet or delimited text format, if available. If a receiving party believes the format of a produced report is inadequate or does not fully respond to a discovery request, the parties shall meet and confer regarding other methods to produce responsive information from the database systems.

IV. ADDITIONAL CONSIDERATIONS

A. Documents Protected from Discovery

Pursuant to Federal Rule of Evidence 502(d), the production of a privileged or work-product-protected document, whether inadvertent or otherwise, is not a waiver of privilege or protection from discovery in this case or in any other federal or state proceeding. For example, the mere production of

1 privileged or work-product-protected documents in this case as part of a mass production is not itself a
2 waiver in this case or in any other federal or state proceeding.

3 Communications involving trial counsel that post-date the filing of the complaint need not be
4 placed on a privilege log. Communications may be identified on a privilege log by category, rather
5 than individually, if appropriate.

6 **B. Metadata**

7 Metadata can easily be altered unintentionally or inadvertently and can be extracted when
8 native files are converted to an image file. Metadata can also be highly volatile and easily altered in
9 the collection process. The parties shall take reasonable steps to preserve the metadata fields listed in
10 Exhibit A for email and user-created files to the extent it is relevant, available, and has been
11 maintained in the ordinary course of business.

12 **C. Continued Operation of Systems**

13 Nothing herein shall prohibit the following actions taken in the ordinary course of business: (1)
14 routine maintenance, operation, or replacement of computer systems or equipment; and (2) upgrading,
15 loading, reprogramming, customizing, or migrating software, even if such actions modify or alter the
16 way in which ESI is maintained, stored, or viewed, provided the integrity of relevant ESI is reasonably
17 maintained.

18 **D. Spam and Virus Filtering**

19 Absent compelling circumstances and upon notice by a requesting party to a producing party,
20 any message, attachment, or other ESI that has been identified by a spam or virus filter shall be treated
21 as per se non-responsive and a party shall not be required to preserve or produce such ESI.

1
2 Dated:

3 DAVID CHIU
4 City Attorney
5 JAMES M. EMERY
6 LAUREN E. WOOD
7 ADAM SHAPIRO
8 Deputy City Attorneys

9 By: /s/ Adam Shapiro
10 ADAM SHAPIRO

11 Attorneys for Defendant
12 CITY AND COUNTY OF SAN FRANCISCO

[PROPOSED] ORDER

IT IS HEREBY ORDERED that the parties will exchange electronically stored information pursuant to the terms of Defendant's proposed order.

IT IS SO ORDERED.

Dated: _____

HONORABLE JEFFREY S. WHITE
United States District Judge

EXHIBIT A**METADATA FIELDS**

Field name	Field Description	Field Type	Field Value	Hard Copy	E-mail	Other ESI	Provide if Redacted
CUSTODIAN	Custodian(s)/Source(s) - format: Last, First or ABC Dept.	Text	160	x	x	x	x
AUTHOR	Creator of the document	Text	500			x	
BEGDOC#	Start Bates (including prefix) - No spaces	Text	60	x	x	x	x
ENDDOC#	End Bates (including prefix) - No spaces	Text	60	x	x	x	x
PGCOUNT	Page Count	Number	10	x	x	x	x
GROUPID	Contains the Group Identifier for the family, in order to group e-mails with their attachments	Text	60		x	x	x
PARENTID	Contains the Document Identifier of an attachment's parent	Text	60		x	x	x
BEGATTACH	Start Bates number of first attachment	Text	60	x	x	x	x
ENDATTACH	End Bates number of last attachment	Text	60	x	x	x	x
REDACTIONS	Identifies whether the document contains redactions.	Boolean	10	x	x	x	x
FROM	Author - format: Last name, First name	Text	160		x	x	
TO	Recipient- format: Last name, First name	Text – semicolon delimited	Unlimited		x	x	
CC	Carbon Copy Recipients - format: Last name, First name	Text – semicolon delimited	Unlimited		x	x	
BCC	Blind Carbon Copy Recipients - format: Last name, First name	Text – semicolon delimited	Unlimited		x	x	
SUBJECT	Subject/Document Title	Text	Unlimited		x	x	
DOCDATE	Last Modified Date for files and Sent date for e-mail, this field inherits the date for attachments from their parent.	Date	MM/DD/YYYY		x	x	
TEXT FILEPATH	Relative file path of the text file associated with either the extracted text or the OCR	Text	Unlimited	x	x	x	x
DATE TIME SENT	Date Sent (Use Time Zone of Collection Locality)	Date and Time	MM/DD/YYYY HH:MM:SS		x		

1	Field name	Field Description	Field Type	Field Value	Hard Copy	E-mail	Other ESI	Provide if Redacted
2	DATE TIME CRTD	Date Created (Use Time Zone of Collection Locality)	Date and Time	MM/DD/YYYY HH:MM:SS		x	x	
3	DATE TIME MOD	Date Last Modified (Use Time Zone of Collection Locality)	Date and Time	MM/DD/YYYY HH:MM:SS		x	x	
4	FILE SIZE	Native File Size in bytes	Number	10			x	x
5	FILE NAME	File name - name of file as it appeared in its original location	Text	Unlimited			x	x
6	FILE EXTENSION	Extension for the file (e.g. .doc, .pdf, .wpd)	Text	10		x	x	x
7	NATIVE LINK	Relative file path location to the native file	Text	Unlimited		x	x	x
8	MD5 HASH	MD5 Hash value (used for deduplication or other processing) (e-mail hash values must be run with the e-mail and all of its attachments)	Text	Unlimited		x	x	x
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